

June 11, 2003

**MINUTES OF A REGULAR MEETING OF THE TORRANCE CABLE TELEVISION ADVISORY BOARD.**

**1. CALL MEETING TO ORDER:**

The Torrance Cable Television Advisory Board convened in a regular meeting on Wednesday, June 11, 2003, at 7:12 p.m. in the Torrance Community Television studio located in the Stanley E. Remelmeyer Telecommunications Center.

**2. ROLL CALL:**

**Present:** Commissioners: Carlson, Craft, Haussmann, Korman, Mikulicich Jr., Tsao, and Chair Perkins

**Also Present:** Cindy Hibbard, Clerk Typist  
Mark J. Doddy, TCTV Coordinator  
Michael D. Smith, Cable Television Administrator

**Excused:** None

**3. FLAG SALUTE:**

Commissioner Mikulicich Jr. led the salute to the flag.

**4. MOTION TO ACCEPT AND FILE REPORT ON POSTING OF AGENDA:**

**MOTION:** *Commissioner Mikulicich Jr. moved to accept and file the report of the City Clerk on posting of the agenda for this meeting. This motion, seconded by Commissioner Tsao, carried with an aye vote.*

**5. APPROVAL OF MINUTES:**

a) May 14, 2003

**MOTION:** *Commissioner Craft moved to approve the minutes for the May 14, 2003 meeting. This motion seconded by Commissioner Carlson, carried with an aye vote.*

**6. SCHEDULED BUSINESS:**

a) Community Matters – NONE

**b) Committee Reports**

**(1) Producer Incentive**

The Committee conducted the June 6<sup>th</sup> meeting on Post-Production Refresher and Introduction to A/B Editing hosted by TCTV Staff.

The June meeting had nine guests and staff and Commissioners reported the session was very successful. Staff was pleased with the number of attendees and the rotation from each of the Post-production Suites.

The Commission expressed interests in sending out monthly post-cards and emails to Producers inviting them to the upcoming meetings.

The July 11<sup>th</sup> meeting will feature Advanced Camera Techniques and How to Shoot a Show in the Camera.

**MOTION:** *Commissioner Craft moved to accept the Producer Incentive Committee Report for May 2003. This motion, seconded by Commissioner Carlson, motion carried with aye vote.*

**(2) Franchise Renewal – NONE**

**(3) Operating Policies and Procedures – NONE**

**(4) Future of Access – NONE**

**(5) Video Programming Awards – NONE**

**C. Report of Community Television Center - May, 2003**

Coordinator Doddy discussed statistics for the month. He highlighted 9 new programs were completed compared to 10 in 2002 and 2 in 2001.

He also noted studio usage was up over last month to 40%. He also mentioned Field Equipment Reservations were up as well to 28%. Post-production was also up to 42% compared with the April.

Six new Users were certified, and eight Users graduated from the Field and Post-production workshop.

Staff provided a tour of the Center for Cub Scout Troop #851 from Victor Elementary.

Brief discussion followed.

**MOTION:** *Commissioner Haussmann moved to accept the Torrance Community Television Center Report for May 2003. This motion, seconded by Commissioner Craft, motion carried with aye vote.*

**D. Report of Legislative and Cable Related Activities – May, 2003**

Administrator Smith gave a brief summary of the report. Time Warner Communications announced they will offer a Digital Video Recorder in July. Using existing digital converter, the DVR will cost \$9.95 per month. Subscribers can record multiple programs, pause live programs, use picture in picture, etc.

Direct-broadcast satellite providers are preparing to fight against new tax bills pending in three states and contemplated in California.

Comcast, San Jose's new cable TV provider, filed a lawsuit against the city Thursday alleging that officials are illegally trying to force the company to pay for a costly telecommunications network connecting city buildings and schools in exchange for the right to operate.

Cable-modem customers now number more than 15 million in North America.

Brief discussion followed.

**MOTION:** *Commissioner Mikulicich Jr. moved to accept the Legislative and Cable Related Activities Report for May 2003. This motion, seconded by Commissioner Carlson, carried with an aye vote.*

**E. Old Business - NONE**

**F. New Business**

- 1) **A recommendation from the Cable Television Administrator that the Cable Television Advisory Board accept and file TCTV New User and Producer Statistics covering 1990 through May 31, 2003.**

Administrator Smith gave a brief summary of the report. He highlighted the growth in Certified Producers in 2002, the significant increase in programming in 2002 with 2003 on the same trend. He noted the highest number of programs ever submitted to the TCTV Annual Video Awards competition in 2002.

**MOTION:** *Commissioner Craft moved to accept the TCTV New User and Producer Statistics covering 1990 through May 31, 2003. This motion, seconded by Commissioner Mikulicich Jr., carried with an aye vote.*

- 2) **A recommendation from the Cable Television Administrator that the Cable Television Advisory Board accept and file the TCTV New User Marketing Survey covering 1996 through May 31, 2003.**

Administrator Smith gave a brief summary of the report. He noted that word-of-mouth, Torrance Seasons, and the channel viewing led the way in which the public found out about Torrance Community Television.

**MOTION:** *Commissioner Carlson moved to the TCTV New User Marketing Survey covering 1996 through May 31, 2003. This motion, seconded by Commissioner Craft, carried with an aye vote.*

**G. Addendum Matters – NONE**

**7. ORAL COMMUNICATIONS:**

- a) Secretary Hibbard wished all dads a happy Father's Day.
- b) Coordinator Doddy wished everyone a good weekend.
- c) Commissioner Carlson also wished all dads and granddads a happy Father's Day.
- d) Commissioner Carlson wanted to thank staff for inviting him to Seventh Annual SCAN – NATOA Inc. Spring Conference, June 05, 2003 at the Sheraton Universal. He expressed his satisfaction with the materials covered and the quality of presenters.
- e) Commissioner Craft also wished all dads a happy Father's Day.
- f) Commissioner Craft also wanted to thank staff for inviting him to SCAN Spring Conference. The conference continues to improve year after year. He congratulated Administrator Smith for Co-Chairing the conference for the 7<sup>th</sup> year.
- g) Commissioner Korman announced the June 21, 2003, Torrance Symphony Annual FUNdraiser, and invited Commissioners and staff to attend.
- h) Commissioner Korman announced the August 24, 2003, Torrance Symphony concert in the Park, and invited Commissioners and staff to attend.
- i) Commissioner Korman mentioned her home would be featured on a episode of HGTV's "Yard Make-Over" this fall. She also suggested that the City might consider home beautification program.
- j) Commissioner Mikulicich Jr. also wished all dads a happy Father's Day.
- k) Commissioner Mikulicich Jr. also thanked staff for inviting him to SCAN Spring Conference.
- l) Commissioner Tsao wished everyone a happy and safe Independence Day.
- m) Commissioner Tsao invited everyone to the USA Arts and Education Center Art Exhibit on Sunday, May 18, 2003.
- n) Chair Perkins suggested the Awards Committee meet to begin planning for the next ceremony.

**8. ADJOURNMENT:**

Chair Perkins adjourned the meeting to reconvene on Wednesday, July 9, 2003 at 7:00 p.m.

Respectfully submitted,

Michael D. Smith  
Cable Television Administrator

**Roll Call:** Carlson ☐ Craft ☐ Korman ☐ Haussmann ☐ Mikulicich, Jr. ☐ Tsao ☐ Perkins ☐